



**FINANCE DEPARTMENT
GOVERNMENT OF SIKKIM**

NO. 05/FIN/ADM

Dated: 23/06/2020

OFFICE MEMORANDUM

In order to have a standardised Pay Roll System and to do away with manual preparation of salary bills and wage bills through digital means, the State Government has decided to implement the Integrated Pay Roll module developed by IT Cell of Finance Department, under SIFMS Ver.2.0 project (Pranali) with immediate effect. The time frame for completion of the on-boarding process and generation of salary bills is notified as under:-

- i. The departments notified in the 1st Phase of implementation vide O.M.No.03/FIN/ADM, Dated: 13/02/2020 shall complete the above process within 31st July 2020.
- ii. All Departments not covered by above O.M should complete the above process as under:-
 - a. Departments having less than 3000 employees should complete the above process by 16th August 2020.
 - b. Departments having employees more than 3000 should complete the above process within 15th September 2020.


The heads of the respective Pay & Accounts Offices shall submit the weekly progress report of the salary bills prepared in Centralized Pay Roll "Pranali", along with list of non complying departments/offices to the Secretary, Revenue, Finance Department, with a copy to the State Nodal Implementation cum Monitoring Officer (Headquarters) "PRANALI" and Director, Budget Division. The budget division shall also monitor the process and stop releasing resources to such departments, not complying with the above directives. All departments should contact and co-ordinate with the IT cell of Finance Department for on boarding process in the Centralized Pay Roll System (Pranali). The requests and queries can be emailed to pranalihelp@gmail.com.

User training on use of Pay Roll system shall be conducted by IT cell, of Finance Department. The departments requiring training may contact the IT cell for special training sessions for usage of Integrated Pay Roll System, "Pranali".

The Heads of Departments should also ensure the internet connectivity in offices under their control in co-ordination with Information Technology Department and National Informatics Centre offices located in respective places.

In case of non availability of NIC-Network (NIC-NET) connectivity, the department/offices must ensure to obtain the internet connectivity from other Internet Service Providers and to process for obtaining digital licenses of Virtual Private Network (VPN) through NICs network taking technical help from IT cell of Finance Department.

By order



(V.B. Pathak, IAS)

Additional Chief Secretary
Finance Department
Government of Sikkim


File No.GOS/FIN/ADM/1-269/2016-17

Memo No:38-48/FIN/ADM

Dated:23-06-2020

Copy for Information to:

1. Heads of Departments
2. Secretary to HCM
3. All officers of Finance Department.
4. Director, Pay & Accounts Office(HQ, East District)
5. All Heads of Accounts, posted in Department, for strict monitoring of the process.
6. District Collector (East, West, North, South)
7. Additional Director, TPAO, South
8. CPAOs North & West
9. Project Manager SIFMS Ver.2.0 cum Scientist NIC
10. Principal PS to Chief Secretary
11. Sr.P.S to Additional Chief Secretary, Finance Department.



Secretary Revenue
Finance Department
Government of Sikkim